

ARIZONA MEMORY PROJECT APPLICATION

Please answer questions as completely as possible. The more we know about your organization, the better we can assess and serve your needs. **Please complete this form and submit a sample of your metadata and digital content to the address listed on the last page of this document.**
Questions? Contact Richard Prouty at rprouty@lib.az.us or (602) 926-3367.

Section One: About the Organization

DATE _____

1) Organization Name: _____

2) Primary Contact Name: _____

3) Email: _____ Phone Number: _____

4) Mailing Address: _____

5) Organization Type: ☐ Library ☐ Archives ☐ Museum ☐ Historical Society ☐ Other: _____

6) How many of your staff will need CONTENTdm software training?
(The Arizona Memory Project uses the CONTENTdm software package.) _____

7) What types of digitization hardware do you have (e.g., scanners, digital cameras, please include make and model information)?

8) What computer operating system do you use? ☐ MS Windows 2000 ☐ MS Windows XP
☐ MS Windows Vista ☐ Window 7 ☐ Other (explain): _____

9) What type of Internet connectivity does your organization have? ☐ Dial-up ☐ High speed
☐ Not sure

10) Have you received (or will you receive) Library Service Technology Act (LSTA) funds to support moving your digital collection(s) to the Arizona Memory Project? ☐ Yes ☐ No

Section Two: About the Collection

(Please use a separate sheet for each collection. Make additional copies of this sheet if necessary.)

1) Collection Contact Name: _____ Phone: _____

2) What is the title of the collection you wish to submit to the Arizona Memory Project?

3) What is the primary focus of the collection?

4) Please share any other comments you have about the collection:

5) How many items will your Arizona Memory Project collection contain? _____

6) Approximately how many items of the above collection are digitized? _____

7) What types of materials in this collection have you, or will you, digitize? (e.g., maps, photos, handwritten diaries, artifacts, etc.)

8) Do you hold copyright or have unrestricted ownership for the materials you plan to contribute?

Please contact us if you have questions about copyright.

☐ Yes

☐ No

☐ Materials in the Public Domain (pre-1923)

☐ Not Sure (Explain) _____

9) Please check all file formats that apply to your digital collection.

☐ JPEG

☐ TIFF

☐ PDF

☐ TXT

☐ MP3

☐ HTML

10) What is the resolution and dimensions of your images? *All images must meet the access file standards as detailed in the Digital Projects Guidelines document, which can be found at <http://azmemory.lib.az.us>. Consult the Digital Project Guidelines for more specific information.*

11) If you have digital audio files, provide sampling rate, bit resolution, # of audio channels and file format (e.g. 44.1 kHz, 16-bit resolution, 2 channels (stereo), MP3).

12) What percentage of your digitized collection contains metadata (descriptive information)?

a) Is the metadata on an item level or a collection level? _____

b) What program do you use to store your metadata (e.g., Access database, Excel, FilemakerPro, PastPerfect, other)? _____

13) On what media do you store your digital resources (e.g., CDs, server or other storage media)?

14) Are your digital resources and metadata stored separately?

☐ Yes

☐ No

If you answered no, please elaborate on your storage method:

15) Please provide the IP address for the pc that will be used to create this project.

16) What is your anticipated timeframe (start to finish) for digitizing and submitting your collections to AMP?

Example:

Collection Title: Archives Photos

Date

Task Description

January – February 2006:

Preparation of materials

March – May 2006:

Digitize images

June 2006:

CONTENTdm Software Training

June 2006 – August 2006:

Upload images and metadata to AMP

September 29, 2006:

Projected completion date

Collection Title:	
Date	Task

17) The Arizona Memory Project no longer encourages the use of watermarks; however, a band or brand feature is available through the CONTENTdm software. Please indicate how you would like to mark your digital objects:

☐ We will not be using any watermark, brand or banding features.

☐ We would like to use a band or brand feature with our repository name within.

Section Three: Additional Comments

Additional Comments or Questions:

Email or Mail a completed application to the address below.

Richard Prouty
Arizona State Library Archives and Public Records
1700 West Washington St., Ste. 200
Phoenix, AZ 85007
Phone: (602) 926-3367
rprouty@lib.az.us

Please contact us at azmemory@lib.az.us for questions or comments

Revised 08/2007